

CAREER SERVICE PANEL
OFFICE OF RESEARCH AND DEVELOPMENT
2 June 1975

1330 hours
607 - Conference Room

AGENDA

1. Review of agenda for 2 June 1975
2. Review of minutes for 5 May 1975
3. Report from the Chairman, CSP/ORD
4. Report from the Chief, Support Branch, MS/ORD
5. Report from the Upward Mobility Committee
6. QSI Recommendations
(Per schedule)
- 25X1A9a 7. Review Nomination of [REDACTED] to
Attend the Senior Seminar
21 September - 26 November 1975
8. Nominees for Brookings Educational Programs
for Government Executives, 1975-76
9. New Business

EYES ONLY

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CAREER SERVICE PANEL
OFFICE OF RESEARCH AND DEVELOPMENT
2 JUNE 1975

Attendees

25X1A9a

[REDACTED] Chairman
[REDACTED] OT/ORD
[REDACTED] /MS/ORD
[REDACTED] /CDAM/ORD
[REDACTED] C/LSR/ORD
[REDACTED] AM/ORD
[REDACTED] T/ORD
[REDACTED] ding Secretary

Absentees

25X1A9a

[REDACTED] CDAM/ORD (Training)
[REDACTED] , C/DPR/ORD
[REDACTED] C/TCR/ORD
[REDACTED] AC/PAS/ORD
[REDACTED] cutive Secretary

1. The Chairman called the meeting to order at 1335 hours.

2. The Agenda was changed as follows:

a. A request for nominees for the Management Seminars VIII and IX (21 July - 1 August; 22 September - 3 October 1975) was added under new business.

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25X1A9a

b. The promotion recommendation for [REDACTED] TCR/ORD, was not included on the Agenda because [REDACTED] was not able to attend the meeting.

3. The minutes for 5 May 1975 were made a part of the CSP record.

25X1A9a

4. The Chairman welcomed [REDACTED] as a new representative to the Panel.

5. The Chairman reported the following:

a. Special Panel

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(1) Approved the promotion recommendation for [REDACTED] (See SP Minutes)

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5. (Cont'd)

a. Special Panel (Cont'd)

(2) Recommended that a secretarial representative be added to the Special Panel (See SP Minutes)

NOTED:

JLD
D/ORD

DATE:

6/30/75

6. ACTION: Recommend to the D/ORD that representation from the secretarial and clerical personnel be appointed to the Special Panel for a term of one year. The CSP submits one nominee: [REDACTED]

25X1A9a

MAJORITY: *Concurred.*

Please see that this is widely known.

25X1A9a

APPROVED:

[Signature]
D/ORD

DATE:

6/30/75

25X1A9a

7. A report from the C/SB/MS/ORD was submitted to the CSP/ORD. (Copy Attached)

NOTED:

JLD
D/ORD

DATE:

6/30/75

8. There were no OSI recommendations for ORD personnel.

NOTED:

JLD
D/ORD

DATE:

6/30/75

9. ACTION: Review of nomination of [REDACTED] AC/CDAM, to attend the Senior Seminar, 21 September - 26 November 1975, which was discussed at the CSP meeting in December 1974

25X1A9a

25X1A9a

MAJORITY: *Approved.*

25X1A9a

APPROVED:

[Signature]
D/ORD

DATE:

6/30/75

25X1A9a

10. ACTION: Nominee for Brookings Educational Programs for Government Executives, 1975-1976.

25X1A9a

MAJORITY: Approved [REDACTED] C/OT/ORD to attend the Conference for Science Executives, 7 - 12 March 1976, Williamsburg, Virginia.

APPROVED:

[Signature]
D/ORD

DATE:

6/30/75

25X1A9a

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11. ACTION: Nominees for the Management Seminars VIII and IX (21 July - 1 August; 22 September - 3 October 1975). There was discussion on the merit of the course.

MAJORITY: Agreed to submit for approval (a) [REDACTED] TCR/ORD to attend Management Seminar VIII from 21 July - 1 August 1975 and (b) [REDACTED] TCR/ORD to attend Management Seminar IX, from 22 September - 3 October 1975. Agreed that a further investigation on the merit of the Management Seminar course be made and reported on at the next CSP meeting.

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APPROVED: [REDACTED]

D/ORD

DATE: 6/30/75

12. Discussion of the Committee Report on the proposed ORD Upward Mobility Program.

25X1A9a

a. [REDACTED] summarized the Upward Mobility Report from his Committee for the Panel. (See Copy Attached)

b. Specifics discussed were: the span of secretarial grades; upgrading as not a solution to the problem; the advantages of the Agency sponsoring training which is not job-related; the need to identify Upward Mobility slots with time limits; the need to define the path of conversion from secretarial to professional status and the training need to accomplish this; and the tie-in of the Upward Mobility Program beyond the Division and Office levels. The members also reviewed the Position Management and Compensation Division procedures on setting up the Office structure with fixed positions and the fact that PMCD dictates the grades of the secretaries in accordance with the grades of the supervisors and their reporting levels.

c. Steps that should be considered were: decide on the number of people that should be in the Upward Mobility Program; define the work they will be doing; define the training they will need and the on-the-job training they will get; define the time span on moving up from GS-07 to GS-10; define qualifications for competing in the Program; define experience to be gained to compete at the GS-11 level; define ultimately what the person's capabilities should be; develop an orderly progression on introducing the Program; identify activities in ORD Divisions that might be suitable

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12. (Cont'd)

c. (Cont'd)

for this program -- not only the job but the grade level that an employee could work toward; and have an Upward Mobility Program underway by Fall 1975.

d. The Chairman made the following assignments:

(1) Division Chiefs are to identify functions or activities that might be "stepping stones" in an Upward Mobility Program; identify the training and job experience obtained from Upward Mobility assignments that would enable an employee to enter into a new competitive career situation; establish a time schedule that would be involved for this progression; consider the training to be taken (this will be a "pacing" item) as an employee progresses from one grade level to another; and submit this information to [REDACTED] by 1 July 1975.

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(2) The Upward Mobility Committee is retained with [REDACTED] replacing [REDACTED] on the committee. The Committee is to pull the information submitted in (1) above into an ORD Upward Mobility Program with recommendations to the D/ORD.

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NOTED: _____

[Signature]
D/ORD

DATE: _____

6/30/75

13. The Panel members were told that the Competitive Evaluation for GS-14's would be done at the July meeting.

NOTED: _____

[Signature]
D/ORD

DATE: _____

6/30/75

14. The meeting was adjourned at 1550 hours.

25X1A9a

16 June 1975
Date

[REDACTED]
Secretary, CSP/ORD/DD/S&T

ive

Attachments
A/S

APPROVED: _____

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[REDACTED]
n, CSP/ORD

16 June 1975
Date

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